MyHR QUICK GUIDE

Logging In

1. Access https://myhr.parkview.com/ via Chrome or Microsoft Edge.

2. Your login ID and password are the same as those you use for logging into the Parkview network. You must have logged into the Parkview network and reset your temporary password prior to logging into MyHR.

Employment Events

For Hires, Rehires, Acquisitions and Benefit Eligibility Changes (FTE changes), you may update your benefits for employment events by clicking on Benefit Details and then Benefit Enrollments.

Benefit Details

Benefits Enrollment

Action Required

Resume Enrollment

Employment events are available for 31 days from the date of your event but should be entered as soon as possible to make sure you are covered and to get insurance cards.

If you want to change your elections within the 31 days and the event is closed. Please contact the Benefits Team at 266-7276 to have the event re-opened.

Life Events

Life Events allow you to update your own benefits within 31 days of a qualifying event during the calendar year. These include Adoptions, Births, Marriages, Divorces, Loss of Coverage, Dependent Gained Coverage (this can be used if you or your dependents are covered by another insurance plan).

Click on Benefit Details and then Life Events to get started.

Benefit Details

Life Events

Action Required

Start a Life Event

You may need to provide the following: marriage license, birth certificate, legal court document or evidence of prior insurance. These documents can be emailed to hrproc@parkview.com OR faxed to 260-266-7289, include your name and employee ID number.

If you want to change your elections within the 31 days and the event is closed. Please contact the Benefits Team at 266-7276 to have the event re-opened.